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Office of the Dean  
School of Medicine  
SOM-DPM-001-08  
March 13, 2008

MEMORANDUM FOR FACULTY, STAFF, AND MEDICAL STUDENTS

SUBJECT: Interservice Transfer and Class Service Assignments

- A. **Purpose.** This memorandum establishes policy and procedures regarding adjustment of service assignments of School of Medicine classes based on approved Interservice Transfer Requests of Medical Officer Candidates.
- B. **References.** *See Enclosure 1.*
- C. **Applicability.** This memorandum applies to the service assignments of matriculants to the School of Medicine.
- D. **Definitions.**
1. **Interservice Transfer of Medical Officer Candidates.** The individual student's Interservice Transfer request is administratively processed by criteria set forth in Reference A, USUHS Instruction 1303, "Interservice Transfer of Medical Officer Candidates."
  2. **Selection of candidates for admission to School of Medicine.** The policy by which applicants are selected for admission to the School of Medicine is set forth in Reference B, USUHS Instruction 9001, "Committee on Admissions, School of Medicine."
- E. **Background.** A USUHS medical student is eligible to make application for interservice transfer after the completion of the first year (MS-I), and before the start of fourth year (MS-IV) of medical school. A USUHS medical student may request interservice transfer for a variety of reasons, but the majority of requests are based on marriage to an active duty member serving in a different service. The USUHS Board of Review of Interservice Transfers (BRIT) reviews all interservice transfer requests in accordance with Reference A. The BRIT then advises the President, USUHS, as to the nature and merits of individual interservice transfer requests. The President, USUHS, determines the appropriate level of USUHS support for the transfer request.
- The interservice transfer request is forwarded from USUHS to losing/gaining services for review and action. The respective services have final authority over all interservice transfer requests and interservice transfers are NOT possible without the approval of the losing and gaining service. Historically, the services have viewed favorably USUHS medical student interservice transfer requests based on marriage. On occasion, interservice transfer requests based on factors

other than marriage have also been approved. Each request is considered on its own individual merits by USUHS and the services.


The number of interservice transfer requests, the specific 'service to service' requests, and the reason for requests varies from year to year. Therefore, in any given year, a service may experience an imbalance in the net gain or loss of graduating USUHS medical officers. Over an extended period, these imbalances tend to even out, but net losses and gains can remain. To avoid the potential for long-term imbalance, USUHS will adjust the service assignment of the incoming class based on the interservice transfer results of the previous year's graduating class.

**F. Policy.** The Committee on Admissions, Dean, School of Medicine, Associate Dean for Admissions, and Director of Admissions are responsible for the design and implementation of a system for selecting the best qualified applicants to the School of Medicine in accordance with Reference B. Per Reference B, Section F.2.k, it is the responsibility of the Dean, School of Medicine, to inform the Associate Dean for Admissions of the specific allocation of service assignments.

**G. Procedures.** The Commandant of Students convenes the BRIT and maintains a formal process to track interservice transfers. The Commandant will notify the Dean, School of Medicine, of the net service gains/losses at the time of graduation. The Dean, School of Medicine, will use this information to determine the service assignments of the following year's incoming class. The Dean, School of Medicine, will notify the Associate Dean for Admissions of the service assignments of the following year's class. Accepted candidates will be assigned accordingly.

This process will: (1) adjust service allocations based on previous years interservice transfer results and (2) avoid long-term service distribution imbalance of USUHS graduates as a result of interservice transfers.

**H. Effective Date.** This SOM-DPM-001-08 is effective immediately.



Larry W. Laughlin, M.D., Ph.D.  
Dean, School of Medicine

Enclosures:

1. References

**Enclosure 1**

**REFERENCES**

- (a) USUHS Instruction 1303, "Interservice transfer of Medical Officer Candidates," dated November 23, 2004
- (b) USUHS Instruction 9001, "Committee on Admissions, School of Medicine," dated September 6, 2005